

V. HIV Needs Assessment Plan:

Planner, Laura Still gave a brief introduction of the focus and goals of the Kick-Off Needs Assessment. Each Planning Council member and meeting attendees introduced themselves and if they had a specific role in creating the 2014 Needs Assessment.

- Overview:
- What is a Needs Assessment?
- Why do a Needs Assessment?
- Review of the 2014 Needs Assessment and Survey Tool
 1. Methods
 2. Key Findings
 3. Lessons Learned
 4. Needs Assessment survey process
 5. Needs Assessment additional processes
- Activity 1: Brainstorm key areas of data collection: Laura Still, Planner had meeting attendees divide into four workgroups to work on the survey process and try to find a consensus on the main key areas of data the committee is trying to collect. She explained the goal is to have the survey finalized and ready to implement in June, 2017. Going forward there will be a three month survey administration process. The results will be analyze. Staff hopes to submit findings and start using those results by October 2017.

See Attachment 1

- Activity 2: Examples of survey editing (Collaborative survey development)
- Needs Assessment timeline and next steps

The committee decided to continue gathering comments, seeking additional information from other sources and continue reviewing toolkits for various parts. Planner, Laura Still had attendees form outside workgroups to continue working on and gathering stakeholder input on key areas:

- Part 1: Demographics
- Part 2: Assessing Needs and Barriers
- Part 3: Needs across the Care Continuum and Prevention
- Part 4: Determinants of Health

Administrative staff will send a doodle poll with proposed times to determine upcoming workgroup and conference times.

VI. Meeting Adjourned at 8:17 pm

NEXT SCHEDULED MEETING

City Hall

301 W 2nd St, Austin, TX 78701

Room 2003

April 18th, 2017

6:00 P.M.